



POSITION DESCRIPTION: Executive Director *Hearth Connection*

OVERVIEW OF THE POSITION

The Executive Director reports to the Board of Directors and has responsibility for all aspects of *Hearth Connection's* operations including staff supervision, financial management and budgeting, organizational development, strategic planning and execution of annual and long-term strategic goals, financial development, public and stakeholder communications and relations, and communications and coordination with the Board of Directors.

The Executive Director will draw upon skill, experience, vision, fortitude and tenacity to guide the organization through a period of restorative, transformational, and challenging transition. The Executive Director, working with the board will have the opportunity to realign the organization's existing programs with its core mission and values, and lead the organization in future growth and innovation; regularly assessing and refining *Hearth Connection's* programming to maintain the organization's sustainability and relevance to the complex issues of homelessness and supportive housing in Minnesota.

SPECIFIC DUTIES AND RESPONSIBILITIES

Executive Leadership

- Provide leadership to the *Hearth Connection* staff in achieving the organization's mission and vision.
- Exercise supervision of staff and executive oversight of all operations.
- Conduct annual performance reviews for all direct reports.
- Collaborate with staff to develop a clear, positive and inclusive culture and work environment.
- Ensure a process of resolving conflicts in a timely and professional manner.
- Provide clear leadership and guidance to increase staff development and retention.
- Demonstrate a commitment to racial equity in all operational and strategic decisions.
- Model professional and personal accountability and ensure that each staff member documents and submits an individual work plan and annual personal objectives.

Strategic Planning

- Work collaboratively with the Board and staff to articulate the organization's mission and vision; document an original and innovative 3-year strategic plan.
- Direct annual reviews and updates of *Hearth Connection's* 3-year strategic plan.
- Identify barriers to organizational success and identify solutions in a respectful and collaborative process.

- Monitor progress and organizational performance of strategies and goals set forth in the strategic plan; provide semi-annual reports to the Board.
- Regularly review the strategic sustainability of *Hearth Connection's* business model and apply innovative alternative business strategies when needed.

Financial Management

- Manage, in conjunction with the Finance Director, all aspects *Hearth Connection's* finances to ensure its financial health including operating within approved budget, reporting any known or anticipated shortfalls, and ensuring effective resource utilization.
- Monitor performance and progress against benchmarks specified in all contractual activities; ensure proper preparation for financial/performance reviews by funders.
- Ensure appropriate financial systems and tools are in place to support the ongoing financial health of *Hearth Connection*.
- Ensure that all supportive housing decisions are validated by reliable data.
- Work with the Board Treasurer to provide accurate monthly financial statements.
- Direct the annual budgeting process; develop and secure Board approval of an annual budget for the organization.

Organizational Development

- Monitor staff assignments with appropriate staff input and adjust position responsibilities and staffing levels as needed.
- In conjunction with financial and strategic planning activities, review organization structure, revise as necessary, and develop plans to ensure leadership continuity.
- Regularly review operations of remote/outstate activities and programs.

Financial Development

- Develop and initiate processes to support expanded financial development actions that will generate more financially advantageous existing or new contract work and increased revenue from external sources.
- Maintain personal contact and relationships with major funders and partners.
- Secure involvement and active support of Board members in development activities.
- Leverage current relationships with funders to develop support for funding operational improvements or new initiatives.

Sector Relations, Advocacy

- Maintain appropriate communication and relationships with government agencies and personnel at all levels to maintain and enhance *Hearth Connection's* relevance as a valued expert and partner.
- Ensure strong and continuing relationships with non-profit partners, and direct service providers.
- Ensure organizational commitment to BIPOC interests and the unique needs and challenges of exurban and rural communities.
- Promote and support state legislative actions that aid in the ongoing development of supportive housing initiatives.

Public Relations and Communications

- Serve as *Hearth Connection's* principal media/public contact and spokesperson.
- Approve all formal, written internal and external communications, ensuring all communications meet the highest standards of accuracy and integrity.
- Develop opportunities for foundation grants to support organizational improvement.

Board Governance

- Ensure that the Board receives, in a timely and accurate manner, all relevant information regarding *Hearth Connection's* operations and performance.
- Ensure that Board policies meet all legal requirements.
- Prepare and submit to the Board personal objectives and an annual work plan.
- Prepare a written pre-review of annual performance outlining accomplishments on the ED's personal objectives, work plan and specific responsibilities and submit it to the Board Chair.
- Participate in identifying and applying enlightened practices in Board governance.
- Aid in the identification and recruitment of new Board members.
- Partner with the Board Chair to facilitate meetings of the Board of Directors.

QUALIFICATIONS DESIRED

- Five to seven years' experience and a proven leadership record in an organization of similar size and complexity.
- Demonstrated track record in producing results in complex organizations/situations.
- A four-year college degree, management and/or public policy preferred.
- Experience in managing government contracts.
- Proven business acumen leading to positive operational and financial outcomes.
- Significant leadership experience in management, supportive housing, or disciplines related to *Hearth Connection's* service model.
- Nonprofit management, preferably in a supportive/affordable housing setting is preferred.
- High level strategic thinking and planning.
- Ability to envision and communicate the organization's mission and strategic future to the staff, government agencies, non-profit partners, direct service providers and the overall community.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Passionate, enthusiastic commitment to excellence and absolute personal integrity.